



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION #16-059

POSTED: July 1, 2016

DEADLINE: July 15, 2016

JOB TITLE: Criminal Intelligence Clerk

JOB CODE: GSS080

PAYGRADE: C

POSITION NUMBERS: 00210548

LOCATION: Regional Investigative Office (Region 5)
Statesboro, Georgia

SALARY RANGE: \$27,500.00 annually

DUTIES AND RESPONSIBILITIES:

The primary responsibility of a contract Criminal Intelligence Clerk will be to assist Criminal Intelligence Analysts in the Sex Offender Investigations Section of the GBI Intelligence Unit to collect information and documents from various law enforcement agencies located within an approximately 25 county radius surrounding their assigned work unit. Additional responsibilities will include collection and review of criminal history record information, data entry, administrative support, and other duties as assigned.

NOTE: This position will be housed in the respective Regional Investigative Office listed above and requires travel within the assigned Region. A valid Georgia driver's license is required.

MINIMUM QUALIFICATIONS:

High School diploma or GED and the ability to perform basic office functions and computer related duties.

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

Applicants who submitted applications for Job Vacancy Notification #16-030 posted on January 19, 2016 through January 19, 2016 and January 20, 2016 through January 27, 2016 are still under consideration and DO NOT need to re-apply.

TO APPLY:

- **SUBMIT (2) STATE OF GEORGIA APPLICATIONS TO:**

Georgia Bureau of Investigation
Attn: Human Resources
P. O. Box 370808

Decatur, GA 30037-0808

Applications may be obtained by clicking the following link: [GBI State Application](#)

- The Job Vacancy Number 16-059, along with Job Title and Job Code must be listed on applications for this vacancy.
- Applications should be filled out carefully and completely. **Applications will not be considered that have "see attached" in lieu of completing the work history and job information on the application.**
- **Foreign Education:** Applicants who have completed part or all of their education outside the U.S. must have their foreign education evaluated by an accredited organization to ensure that the foreign education is equivalent to education received in accredited educational institutions in the U.S. **This evaluation must be a course-by-course evaluation that includes each completed course/subject and the U.S. credit equivalent. Applicants must submit (2) copies of the credential evaluations to the address noted above by the deadline.** For a listing of services that can perform this evaluation, see the National Association of Credential Evaluation Services website at <http://www.naces.org/members.htm>.
- Due to the volume of applications we receive, we are unable to provide information on application status by phone or by e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Applicants who are not selected for an interview will not receive notification.
- The GBI reserves the right to close this job announcement once a qualified applicant pool has been identified.
- Employment for the selected candidate(s) is contingent upon the successful completion of a GBI background investigation including criminal, credit and driver's history checks, polygraph examination, fingerprinting and drug screening. Click the following link for a list of [GBI Employment Disqualifiers](#).

All applications must be received in the GBI Office of Human Resources by close of business on the deadline date posted on this job vacancy announcement.

THE GBI IS AN EQUAL OPPORTUNITY EMPLOYER